

CHARTER TRUSTEES ACTION PLAN FOR CLOSEDOWN:

February 2023

	Action	Comments	Completed? Yes / No	Parish Clerk Comments?
1	Close bank accounts, provide the banks with new contact details.	To include forwarding new contact details, liaise with SW&TC to transfer balance sums, including reserves to the new TTC etc.	Yes	SWT provide finance support and any underspend will transfer to the TTC
2	Inform HMRC, VAT office.	To include forwarding new contact details	NA	Unclear if required
3	Inform and pay any vat bills if applicable.	To include forwarding new contact details	Yes	CT's are liable for VAT.
4	Inform any payroll provider, issuing end of year tax statements as regards pay	To include forwarding new contact details	Yes	SWT provide payroll for CT's
5	Inform all utility providers.	To include forwarding new contact details. Please also forward utility account numbers and what they relate to.	NA	Not applicable
6	Inform the post office, arrange any post re-direction?	To include forwarding new contact details	No	Not applicable as all post will still come to Deane House.

7	Add relevant information to any website about the changes, as well as any social media accounts.	To include forwarding new contact details	No	This is yet to be done.
8	Inform any suppliers of the changes, also any contractors used.	To include forwarding new contact details	NA	N/A
9	Inform any telephony, broadband or IT suppliers, maybe arrange phone re-direction?	To include forwarding new contact details	NA	NA
10	Inform any insurance providers.	To include forwarding new contact details	Yes	The Town Council will have to insure the civic regalia associated with the Mayoralty.
11	Inform any audit providers.	To include forwarding new contact details	Yes	We have informed SAAA and our relationship with IAC was for two years. I will ensure they are contacted
12	Account for and collect in any mobile phones, laptops, tablets etc.	Arrange delivery to the new TTC office	NA	NA
13	Save electronic files and any other useful information to a secure memory stick for use by the new body.	Arrange delivery to the new TTC office	No	An information sharing agreement is being drafted.
14	Ensure all current paperwork and information is moved to the new TTC office upon vesting day from any areas currently used as office space.	Arrange delivery to the new TTC office	Yes	In progress

15	Let both NALC and SLCC know once closed down.	To include forwarding new contact details	NA	Not required for Charter Trustees- have informed the Association of Charter Trustee Towns (ACTT)
16	Put information in any Parish noticeboards as to the changes and the new contact arrangements once known.	To include forwarding new contact details	NA	Not applicable.